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January 12, 2004, Message to Authorized Users of the SRSD/UIC Application

On January 12, 2004, CEPI sent the following message to authorized users of the SRSD/UIC application. Apparently, some users did not receive this message. In order to ensure that everyone is informed, CEPI has re-sent the message via e-mail to the list of SRSD/UIC Application authorized users and has posted it to the SRSD-Pilot Listserv. If you do not have the role of resolving UICs for your district (as checked on your security agreement), please use this for informational purposes only. Only UIC resolvers have access to editing UICs in the SRSD/UIC Application. You are a "Resolver" if you have completed the SRSD/UIC security agreement and have submitted this to CEPI with your superintendent's signature, and have received notification from CEPI or the DIT Education Help Desk. If you have questions regarding your role in the SRSD/UIC application, please contact Help-Desk@michigan.gov, or call 517-335-0505 with your MEIS account number, district number, and district name. Please note that the programming change for Module 2 mentioned in the January 12 email has been successfully implemented.

January 12 E-mail:

CEPI is sending this message to all authorized users of the SRSD/UIC Application. With the introduction of any new application, users have many questions regarding functionality and procedures. We hope the following information will provide you with additional guidance and clarification regarding the initial rollout of the UIC component of the integrated SRSD/UIC Application.

As you learn to use this new application, we strongly encourage you to thoroughly read the "UIC Help" menu that is accessible after entering the application. The Help menu includes a glossary and screen shots. CEPI support staff members have talked with many SRSD/UIC application users over the past few weeks, and we wish to acknowledge the hard work and extra effort that you have invested in this process.

Question: Why did the SRSD/UIC Application change after December 23, 2003?

As many of you have noticed, the SRSD/UIC Application looked different prior to December 23rd. On the technical side, we talk about this as the change from "Module 1 (Student UIC Resolution)" to "Module 2 (Duplicate UIC Resolution)." It is critical to understand the difference between these two phases of UIC resolution (it is also explained in the Help menu glossary):

Student UIC Resolution (Module 1) or "Gee, these students are being reported with a very similar name, birth date, and gender. Are they indeed the same student?"

The purpose of Student UIC Resolution (Module 1) is to resolve student records that may or may not be duplicates based upon last name, first name, middle initial, date of birth and gender. Module 1 lasts for a limited period (several weeks) and ends once Module 2 is initiated by CEPI.

Duplicate UIC Resolution (Module 2) or "Gee, these slightly mismatched students are being reported with exactly the same UIC. Are they in fact the same student?"

Once Module 1 is completed, every record will have received a UIC. The purpose of the Duplicate UIC Resolution process (Module 2) is then to resolve student records that are receiving the same UIC and may or may not be the same student.

Why do I have to resolve exited students in Module 2?

CEPI asked the Department of Information Technology (DIT), which now maintains the application, to implement a change whereby exited students will no longer be displayed for Module 2 resolution nor will those students be displayed for whom cumulative FTE is less than 1.00. This change has been made. Under this modification, you should no longer be presented with records for students who have exited your district. Please note that some districts may notice a dramatic reduction in the number of students presented for resolution. We have created several Remedy tickets for users who have reported the large number of exited students being displayed for resolution in Module 2. With the aforementioned change request to DIT, we will be marking those tickets as "resolved" in the next few days.

Module 1, when it comes around again following the spring 2004 submission, will continue to require districts to confirm exited students that are displayed as potential duplicates, including your new batch of spring data. This is how the state will be able to keep track of students for headcount and drop-out/retention purposes.

What is the Jan 9th deadline about? Is there a penalty for not resolving all my students?

Districts may continue to resolve duplicate UIC issues (Module 2) through March 17th. The SRSD upload process within the SRSD/UIC application begins on March 18th and the UIC cycle begins again with Module 1. The UIC calendar, sent to districts and published on the CEPI Web site, showed an arrow that listed December 23rd through January 9th as the dates for resolving duplicate UICs (Module 2). This can be a bit confusing. What this actually means is that as of January 12th, the UIC application will enable districts to download UICs for existing students, obtain UICs for new students, and access downloadable reports. This is new functionality that has been added to the continuing ability to resolve duplicate UIC issues through March 17. If you choose to download resolved records as of January 12th, those records will reflect the amount of resolution that your district has accomplished in Module 1 and 2. However, if your district has not resolved student UICs (Module 1) or duplicate UICs (Module 2), you will be downloading unresolved data. This is because the UIC download files are created from a query that is done when the download request is received. Therefore, the UICs you download will always reflect the amount of resolution that your district has completed up to the time of download.

For example, if you wait until February 24th to download UICs, the data will reflect all resolution that has occurred up to that moment on February 24th when you request the download. Although there is no formal penalty for failing to resolve student records, student records that are not resolved will continue to appear as requiring resolution in subsequent submissions. In addition, headcount or dropout/retention reports or, for that matter, any future reports or processes based on the accurate tracking of students (e.g., AYP scores), will no longer be accurate.

If you have any other questions, please contact the DIT Education Help Desk at Help-Desk@michigan.gov or 517.335.0505.